

~~SECRET~~ FILED: Records 6
Approved For Release : CIA-RDP70-00211R000100090030-7

VITAL MATERIALS REPORT FOR WEEK ENDING - 18 JUNE 1954
MANAGEMENT DIVISION

| 1. <u>TYPES OF MATERIAL</u> | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|---------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet) | | | |
| Documents | 3.4 | .8 | 166.9 |
| Maps | 0 | 0 | 37.4 |
| Negatives | 0 | 0 | 125.2 |
| Cards (other than IBM) | 0 | 0 | 4.2 |
| Total | 3.4 | .8 | 333.7 |
| B. (Determined by actual count) | | | |
| Cards (IBM) | 162,573 | 14,587 | 3,850,085 |
| Film (Reels) 35mm | 137 | 0 | 5,136 |
| Film (Reels) 16mm | 0 | 0 | 1,611 |

2. MATERIAL NOT ACCESSIBLE TO REPOSITORY PERSONNEL

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| OCD | 1 |
| ORR | 1 |
| FI | 31 |
| COM | 1 |
| OCI | 1 |
| OSI | 2 |
| Total | 37 |

3. ACTIVITY OF OFFICE PROGRAMS

| | |
|---|----|
| A. Total Offices | 20 |
| 1. Number of Offices Depositing | 19 |
| 2. Number of Offices Not Depositing | 1 |
| Audit Office Letter of Exception 5 Feb. 1952 | |
| B. Number of Offices With Established Schedule | 9 |
| C. Number of Offices in Which Schedules are to be Established | 10 |
| D. Offices Depositing This Week | 15 |
| E. Offices Delinquent in Depositing | 1 |
| (No Deposit in last 30 Days) | |
| Training - Last Deposit 11 Sept. 1953 | |

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